

MASTER ✓

United States Environmental Protection Agency
POSITION DESCRIPTION COVER SHEET

1. DUTY LOCATION

Philadelphia, PA

2. POSITION NUMBER

00035730
N7881E

CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify This Position
VI PCS for GS-819 dtd 5/79; OPM JFS for GS-1300 dtd 10/97; GS Leader GEG dtd 6/98.

	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	Lead Environmental Engineer/Environmental Scientist	GS	819/1301	14	001
4. SUPERVISOR'S RECOMMENDATION	Lead Environmental Engineer/Environmental Scientist	GS	819/1301	14	

5. ORGANIZATIONAL TITLE OF POSITION (if any)

Directed Infrastructure Funding Program Manager

6. NAME OF EMPLOYEE

Fogg, Charles

7. ORGANIZATION (give complete organizational breakdown)

a. U. S. ENVIRONMENTAL PROTECTION AGENCY

e. ~~Municipal Financial Assistance Branch (2WP21)~~
Immediate office

b. Region III

f.

c. Water Protection Division

g.

d. Office of ~~Municipal Assistance~~
Infrastructure & Asst.

h. EPAYS Organization Code 90366105 / SFE00000

8. SUPERVISORY/MANAGERIAL DESIGNATION

[S] First- or Second-level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others, and which constitute a major duty occupying at least 25% of the time. Such supervisory/managerial authorities include assigning and reviewing work on a daily, weekly or monthly basis; assuring that production and accuracy requirements are met; approving leave; recommending performance standards and ratings; and exercising 4 of the 5 authorities and responsibilities described at Level 3-2c in the General Schedule Supervisory Guide.

[A] An individual (as defined by Title VII of the Civil Service Reform Act) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.

[M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts management activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.

A management official (as defined by Title VII of the Civil Service Reform Act) who formulates, determines or influences an organization's policies. Means creating, establishing, or prescribing general principles, plans, or courses of action for an organization, or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies, not just interpret laws and regulations, give resource information or recommendations, or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.

[X] [N] None of the above applies. This is a non-supervisory/non-managerial position.

9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

L. Murphy, Chief, Municipal Financial Assistance Branch, WPD

d. Typed Name and Title of Second-Level Supervisor

J. Armstead, Deputy, Water Protection Division

b. Signature

L. Murphy

c. Date

9/18/03

e. Signature

J. Armstead

f. Date

9/30/03

10. OFFICIAL CLASSIFICATION CERTIFICATION

a. ☒ This position has no promotion potential. ☐ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to:

b. Fair Labor Standards Act: ☐ Nonexempt ☒ Exempt

c. Functional Code

94

d. Bargaining Unit Code:

00124050

e. Check, if applicable:

☐ Medical Monitoring Required
☒ Extramural Resources Management Duties (25% of time)

f. Signature

Anthony P. Santini

g. Date

10/2/03

11. REMARKS FPL: GS-14

R2093 self 05-14-06
Bus changed program at 02/10/13

POSITION DESCRIPTION
Lead Environmental Engineer/Environmental Scientist
GS-0819/1301-14

Position Number: N7881E

Organizational Code: 3WP21

Organizational Location: EPA, Region 3, Philadelphia
Water Protection Division
Office of Municipal Assistance
Municipal Financial Assistance Branch
Philadelphia, PA

Primary Purpose: Provides leadership in the management of State and Tribal Assistance Grants (STAG) infrastructure earmarks.

Introduction

Municipal Programs include extensive project management responsibilities in the area of state grants and state revolving funds loan program(s) which involve drinking water and waste water treatment facilities infrastructure. Work is performed under the legislative authority of either the Clean Water Act, the Safe Drinking Water Act and annual EPA appropriation bills (depending on the activity). The preponderance of work is related to the administration of grant applications and grants. In addition, work may include indirect support for the development of regulations, technical information, guidance, assessments, evaluation, and cost estimates for the design, construction, operation, and maintenance of municipal waste water and drinking water treatment facilities. Such work can involve STAG grants as well as a variety of other related programmatic responsibilities which are assigned to the incumbent.

Duties

Provides advice and assistance to state and local governments on matters relating to the development, execution, and monitoring of adequate environmental protection policies, plans, and programs. Serves as a regional technical authority in providing expert advice and assistance to state, local and/or tribal governments on matters relating to the development, execution, and monitoring of politically important and highly visible environmental protection policies, plans, and programs. Develops and/or analyzes proposals for new or revised environmental protection regulations and determines their impact on water resources. Keeps abreast of new methods and developments in specialty fields as they affect program area(s) and, as requested, advises appropriate high-level officials of progress and difficulties encountered. Participates in national meetings or conferences as an authority in specialty area(s). Responds to inquiries from congressional representatives and the general public concerning the interpretation and application of new plans and policies designed to meet program objectives.

Performs grant management work in order to accomplish the assigned environmental management and protection duties. Exercises management responsibilities for grant activities related to the initiation, administration, and/or close-out of grants, cooperative agreements, and/or interagency agreements (IAGs), including responsibility for monitoring performance.

Acts as an agency technical authority to regional project officers on all aspects of assistance issues including audit and dispute resolution. Provides leadership to Regional Project Officers and administrative staff, states, and the U. S. Army Corps of Engineers on STAG infrastructure earmarks. The work involves strategic planning, short and long term, which establishes the nature and detail of the grant oversight function, work processes, relationships between involved parties, and the availability of funds to pay for the work.

Monitors large numbers of infrastructure earmarks in such a way that relevant statutes, regulations, and policies are followed and documented. Represents the Region on National workgroups and is frequently called upon to support HQ initiatives. Provides a formal periodic assessment of the effectiveness of the earmark program in Region III, which includes a focus on vulnerabilities. The incumbent frequently serves as a source of information to Regional and other staff, in both formal and informal settings.

Develops and updates a variety of procedures and guidelines unique to the infrastructure earmark program which guide the parties to accomplish their work. The work involved includes administrative, technical, financial and other aspects and is highly varied in its nature and complexity.

Plans and monitors sources of funding and the mechanisms (grants, MOU's, other) to provide those funds. This work includes the development and oversight of "3%" grants to the states, associated work with HQ and others, including an evaluation which confirms that sufficient funds are available to assure that the work will be done by the states and the Corps before funds which pay for their work are exhausted.

The incumbent, with assistance from support staff, is responsible for the development, monitoring and satisfaction of infrastructure grant-related HQ performance commitments which involves the maintenance of a data system and frequent transfers of information to HQ staff.

Maintains working relationships with State Liaison Officers, and when called upon, Congressional staff. As such, high standards of professionalism are essential, as well as is a diplomatic approach.

Provides "funds control" functions for all of the grant-making functions of the Municipal Financial Assistance Branch (MFAB). The purpose is to allow the efficient availability of appropriated funds, and to ensure against the loss of "use-or-lose" monies.

Reviews of all Final Determination Letters prepared by MFAB, each of which represents final financial and programmatic judgments by the Federal government on large sums of money.

Serves as a principle contact with the Office of the Inspector General on earmark grant audits and other issues. Ensures that Disadvantaged Business Enterprise requirements are met for earmarks, and that appropriate reporting is received from grantees/states and is supplied to the Office of Policy and Management.

Responsible for strategic decision-making and implementation of grants to the District of Columbia which are made with both earmarks and with State Revolving Funds (Clean Water and Drinking Water) annual appropriations. Substantial judgment is applied by the incumbent on these D.C. Grants because of the limited direction provided by statutes, regulations and Headquarters guidance.

Communicates with colleagues, agency management and other contacts outside the agency to gain information and corroboration on findings. Writes study proposals, project plans, scientific and technical papers, publications, etc.

Serves as Acting Chief, Municipal Financial Assistance Branch in the absence of the Chief.

Accomplishes other duties related to environmental management and/or protection.

Factors

Factor 1-8 Knowledge Required by the Position 1550 Points

Mastery of specialty areas in the engineering and/or science field encompassed by the position sufficient to apply new developments and theories to critical and novel problems; extend and modify approaches, precedents, and methods to solve a variety of scientific and/or engineering technical problems with unprecedented aspects; and make decisions or recommendations that significantly affect the content, interpretation, or development of major policies or programs concerning critical or major scientific and/or engineering technical issues. The position requires a mastery of applicable environmental statutes and regulations.

The work requires that the incumbent have a detailed knowledge of the aspects of the National Environmental Policy Act which control the issuance of Categorical Exclusions, Finding of No Significant Impacts, and Environmental Impact Statements. The incumbent is frequently called upon to offer judgments on the appropriateness of such decisions on a wide variety of projects, some of which can be controversial and/or could result in litigation. The majority of the projects which the incumbent will be involved are for wastewater and drinking water infrastructure. Some projects however involve other forms of infrastructure, and the incumbent must have sufficient background in a variety of disciplines to competently deal with the scientific and engineering aspects of those other types of projects as well.

Factor 2-5 Supervisory Controls 650 Points

The supervisor provides guidance solely in the form of general legislative, mission, or policy directions and resource constraints. The engineer and/or scientist typically initiates new projects or activities independently and keeps the supervisor informed of progress in planning, coordinating, and implementing the work and resolving conflicts. Recommendations and decisions of the engineer and/or scientist are accepted as technically sound even though final approval may depend on formal action by high-level management. The engineer and/or scientist has the highest degree of independence in seeking optimum technical or policy solutions to problems in the light of current scientific and/or engineering developments. Completed work is broadly reviewed for adherence to mission or legislative direction and for assurance that broad policy or program objectives are fulfilled.

Factor 3-5 Guidelines 650 Points

Guidelines are basic legislation and/or broadly stated agency regulations and policy statements. At this level the engineer and/or scientist is a recognized technical authority in the interpretation of such broad guidelines, and must exercise considerable judgment and ingenuity in interpreting and adapting guides that exist; in developing new and improved hypotheses, concepts, or approaches not previously tested or reported; and/or in developing new policies that have the potential to take the organization (and the affected public) in new directions. The ideas, methods and procedures developed are on the cutting edge of technology and often serve as precedents for other engineers and/or scientists, or policy-makers within or outside the agency.

Factor 4-5 Complexity 325 Points

Assignments are of such breadth, diversity, and intensity that they involve many varied and complex features, and typically contain a combination of complex features that involve serious or difficult to resolve conflicts between engineering and/or scientific and management requirements. The work requires originating innovative scientific and/or engineering techniques, establishing criteria and standards applicable to wide range of scientific and/or engineering problems and conditions, or developing new scientific concepts or approaches that advance the state-of-the-science.

Factor 5-5 Scope and Effect 325 Points

The work includes the resolution of a broad range of critical or highly unusual engineering and/or scientific problems, development of innovative approaches or guides, or the determination of the effectiveness and validity of proposed or current policies and programs. The engineer and/or scientist serves as an expert advisor and consultant to officials and managers within or outside the agency on a broad range of engineering and/or scientific activities and broad policy issues.

Factor 6-3 Personal Contacts 60 Points

Personal contacts include a wide range of professional and administrative personnel throughout the agency, at other federal agencies, in state and local government, private industry, academia, environmental advocacy groups, and in some cases the media and elected officials.

Factor 7-4 Purpose of Contacts 220 Points

The purpose of contacts is to justify, defend, negotiate, or settle controversial, and far-reaching matters through active participation in conferences, meetings or presentations. The persons contacted typically have diverse viewpoints, goals, or objectives, requiring the engineer and/or scientist to achieve a common understanding of the problem and a satisfactory solution by convincing others, arriving at a compromise, or developing suitable alternatives.

Factor 8-1 Physical Demands 5 Points

The work is primarily sedentary, although some physical effort may be required, e.g., walking, standing, carrying light items such as manuals or briefcases, or driving or traveling by motor vehicle.

Factor 9-1 Work Environment 5 Points

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, training rooms, and libraries. The work area is adequately lighted, heated, and ventilated. There may be occasional exposure to moderate risks or discomforts in storage areas or hazardous waste sites.

POSITION CLASSIFICATION
EVALUATION STATEMENT

Position Number: N7881E
Organizational Code: 3WP21

POSITION TITLE, SERIES, GRADE: Lead Environmental Engineer/Environmental Scientist,
GS-819/1301-14

Evaluation Factors	Tentative Level		Final Level	
Knowledge Required by the Position	1-8	1550	1-8	1550
Supervisory Controls	2-5	650	2-5	650
Guidelines	3-5	650	3-5	650
Complexity	4-5	325	4-5	325
Scope and Effect	5-5	325	5-5	325
Personal Contacts	6-3	60	6-3	60
Purpose of Contacts	7-4	220	7-4	220
Physical Demands	8-1	5	8-1	5
Work Environment	9-1	5	9-1	5
Total Points:	3790		3790	
Tentative Grade:	GS-14			
Final Grade:	GS-14			

Principal duties account for 100% of the time.

Position Classification Standard References: (a) OPM PCS for the Environment Engineering Series, GS-819; dated, 5/79; and (b) OPM JFS for the GS-1300 family dated 10/97; GS Leader GEG dtd 6/98.



Anthony P. Santini
Human Resources Management Specialist

Work Leader Position Description Addendum

Name: _____

PD# N7881E

Division/Office: WPD/OMA Branch/Section: MFAB

Description of Work Led: Directed Infrastructure Funding Program Manager

Duties: In addition to functional duties identified in incumbent's position description, performs the following duties as a designated Work Leader assigned to facilitate, oversee and lead the work of 3 or more employees:

<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Coaches the group in the selection and application of appropriate problem solving methods and techniques; provides advice on work methods and procedures; assists the group and/or individual members in identifying viable solutions. <input checked="" type="checkbox"/> Serves as coach and facilitator in coordinating group initiatives and consensus building activities. <input checked="" type="checkbox"/> Estimates and reports to the group on progress in meeting milestones and deadlines; ensures that all members are aware of and participate in planning for achievement of group goals and objectives. <input checked="" type="checkbox"/> Maintains reference materials, project files and instructions, and maintains current knowledge to answer technical, policy or procedural questions. <input checked="" type="checkbox"/> Prepares reports and maintains records of work accomplishments and administrative information; coordinates the preparation and communication of same to the supervisor. <input checked="" type="checkbox"/> Leads the group in assessing its strengths and weaknesses and provides leadership in exploring alternatives and determining what improvements can be made in work methods, procedures, etc. <input checked="" type="checkbox"/> Researches and applies qualitative and/or quantitative methods to assess and improve group effectiveness/products. 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Ensures the Region's strategic plan, mission, vision and values are communicated to the group and integrated into the group's goals, objectives, work plans and products. <input checked="" type="checkbox"/> Articulates and communicates to the group the assignment, project, problem to be solved, milestones, deadlines and timeframes for completion. <input checked="" type="checkbox"/> Monitors and reports on the status and progress of work, checking on work in progress and reviewing completed work to see that the supervisor's instructions, priorities, deadlines and quality standards have been met. <input checked="" type="checkbox"/> Trains or arranges for the training of group members in techniques of team building and working collaboratively; provides or arranges for administrative or technical training as necessary for accomplishment of group objectives. <input checked="" type="checkbox"/> Represents the group consensus and conveys findings and recommendations in meetings and dealing with other work leaders, program officials, the public and other customers on issues related to or having an impact on the group's objectives or work products. <input checked="" type="checkbox"/> Represents the group in dealing with the supervisor regarding need for resources, information, or decisions. <input checked="" type="checkbox"/> Provides input to supervisor regarding group members' performance and accomplishments deserving recognition. 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Leads the group in identifying, distributing and balancing workload and tasks among employees based on established work flow, skill level and/or occupational specialization; makes adjustments to accomplish the workload in accordance with established priorities to ensure timely accomplishment of assigned tasks. <input type="checkbox"/> Develops and recommends performance standards. <input checked="" type="checkbox"/> Reports to the supervisor periodically on group and individual work accomplishments, problems, progress in mastering tasks and work processes, and individual/group training needs. <input type="checkbox"/> Informs the supervisor of performance management issues or problems, and recommends performance appraisals and related actions such as changes in assignments or promotions. <input checked="" type="checkbox"/> Communicates personal and/or group recommendations to the supervisor on actions affecting awards and recognition. <input type="checkbox"/> Resolves simple, informal complaints of group members and refers others, such as formal grievances and appeals, to the supervisor. <input type="checkbox"/> Approves emergency and short-term leave as delegated by supervisor.
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ee Murphy
Supervisory Certification
9/18/03

Anthony Santora
Classification Review
10/2/03

R. Anshant 10/2/03
Bargaining Unit Status
Position is in the unit

Extramural Resources Management Duties Checklist

This checklist may be used to identify duties in managing contracts, grants, cooperative agreements, and interagency agreements. It is a tool for identifying duties to be added to position descriptions for positions requiring 25% or more of time on any combination of extramural resources management duties. The checklist may be used as an amendment to position descriptions for positions requiring less than 25% of time on these duties.

Employee Information

Name _____

Position Number N7881E

Title Lead Environmental Engineer / Scientist

Series/Grade GS-819 / 1301-14

Organization WPD, Office of Municipal Operations,
Municipal Financial Assistance Branch

Percentage of Time Spent on Extramural Resources Management

- _____ This position has no extramural resources management responsibilities.
- ☒ Total extramural resources management duties occupy less than 25% of time.
- _____ Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
- _____ Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature Lee Murphy Date 9/18/03

Personnel Specialist's Signature Anthony P. Stanton Date 10/2/03

Part 1. Contracts Management Duties

Pre-award:

- _____ Plans procurements
- _____ Estimates costs
- _____ Obtains funding commitments
- _____ Prepares procurement requests
- _____ Writes statements of work
- _____ Reviews statements of work
- _____ Processes unsolicited proposals
- _____ Responds to pre-award inquiries
- _____ Participates in pre-award conferences
- _____ Conducts technical evaluation of proposals
- _____ Participates in debriefing/protests
- _____ Other (list)

Post-award:

- _____ Prepares delivery orders
- _____ Reviews contractor work plans
- _____ Reviews contractor progress reports
- _____ Monitors government-furnished property
- _____ Monitors cost, management, and overall technical performance of contract after award

- _____ Monitors management and performance of delivery orders/work assignments after award
- _____ Defines scope of work for work assignments
- _____ Approves payment requests or ACH drawdowns
- _____ Manages cost-reimbursement contracts
- _____ Reviews invoices
- _____ Inspects and accepts deliverables
- _____ Other (list)

Close-out:

- _____ Writes reports on contractor performance, costs, and tasks performed
- _____ Reconciles payments with work performance
- _____ Closes out payments
- _____ Performs cost accounting
- _____ Provides assistance to Contracting Officer in settling claims
- _____ Other (list)

Percentage of Time Spent on Contracts Management:

%

Part 2. Grants/Cooperative Agreements Duties

Pre-application/Application:

- ☐ Prepares solicitation for proposals
- ☐ Identifies potential grantees for areas of program emphasis
- ☐ Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)
- ☒ Provides administrative information to applicants
- ☒ Determines appropriateness of applicant's workplan/ activities /budget and compliance with regulations and guidelines and negotiates changes with applicant
- ☒ Assists applicant in resolving issues in application
- ☐ For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement
- ☐ Negotiates level of funding
- ☐ Conducts site visits to evaluate program capability
- ☐ Serves as resource to Selection Panel
- ☐ Informs applicants of funding decisions
- ☐ Other (list)

Award:

- ☒ Prepares funding package, including Decision Memorandum
- ☒ Obtains concurrences/approvals
- ☒ Reviews/concurs in completed document
- ☒ Establishes project file
- ☐ Other (list)

Project Management/Administration:

- ☒ Monitors recipient's activities and progress
- ☒ Reviews reports and deliverables and notifies recipient of comments
- ☒ Provides technical assistance to recipients

- ☒ Advises Grants Management Office of potential problems/issues
- ☒ Participates in decision/actions to ensure successful project completion and in decisions to impose sanctions
- ☒ Approves payments requests or ACH drawdowns
- ☒ Reviews requests for modifications, additional funding, etc. and makes recommendations to Grants Management Office
- ☒ Negotiates amendments
- ☒ Reviews Cost/Price/Analysis for recipient contracts/ change orders (Superfund only)
- ☒ When necessary, recommends termination of the agreement
- ☒ Resolves with Grants Management Office administrative and financial issues
- ☒ Conducts periodic reviews to ensure compliance with agreement
- ☐ Other (list)

Close-out:

- ☒ Certifies deliverables were satisfactory and timely
- ☒ Provides assistance to recipients and Grants Management Office to ensure timely closeout
- ☒ Reconciles payment with work performed
- ☒ Notifies recipient of close-out requirements
- ☒ Obtains legal assistance if necessary to resolve incomplete close-out
- ☒ If project is audited, responds to issues and ensures recipient complies with audit recommendations
- ☐ Other (list)

Percentage of Time Spent on Grants /Cooperative Agreements Management:

20

%

Part 3. Interagency Agreements Duties

Pre-Agreement:

- ☒ Plans and negotiates work effort
- ☐ Estimates costs
- ☐ Obtains funding commitments
- ☐ Prepares commitment notice
- ☐ Writes or reviews scope of work
- ☐ Responds to pre-agreement inquiries
- ☐ Participates in pre-agreement conferences
- ☐ Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)
- ☐ Negotiates and ensures execution of Superfund State Contracts (Superfund only)
- ☒ Performs technical evaluation of work plan and budget
- ☐ Prepares funding package and obtains necessary concurrences
- ☐ Other (list)

Project Management/Administration:

- ☐ Reviews progress reports/financial reports

- ☒ Monitors cost management and overall technical performance
- ☐ Participates in decisions about project modification/ termination
- ☐ Conducts periodic review of Superfund State Contracts payment receipts (Superfund only)
- ☐ Inspects and accepts deliverables
- ☐ Other (list)

Close-out:

- ☐ Reviews final report
- ☐ Decides on disbursement of equipment
- ☐ Reconciles payments with work performed
- ☐ Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
- ☐ Certifies deliverables
- ☒ Resolves close-out issues with Grants Management Office/other agency
- ☐ Other (list)

Time Spent on Interagency Agreements Management:

5

%